



4744 West Grovers Ave. Glendale, AZ. 85308 Phone: (602) 439-5026 Fax: (602) 889-0351

## APPLICATION FOR EMPLOYMENT

Learning Matters Educational Group (LMEG) is a charter management organization serving students in Arizona. LMEG is a growing organization looking for progressive individuals interested in a challenging and rewarding environment working with young people.

We offer a comprehensive compensation package including full health & dental benefits, retirement plan, and competitive salary. We offer a small school environment with small class sizes. We reward and empower teachers that want to make a difference. We consider applicants for all positions without regard to race, religion, creed, gender, national origin, age, marital or veteran status, or any other legally protected status.

### Learning Matters Educational Group

- All schools

### Calibre Academy

- Surprise

### ThrivePoint High School

- Online
- Union Hills
- Grovers
- Metro
- Surprise
- Buckeye
- Avondale

Dr.  
Mr.  
Mrs.  
Miss  
Ms.

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

Date: \_\_\_\_\_



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**PERSONAL DATA:** *(Please Type or Print)*

1 Name: \_\_\_\_\_  
Message Phone(s): \_\_\_\_\_

2 Other Names Used: \_\_\_\_\_  
Dates of Usage: \_\_\_\_\_

3 Home Mailing Address:  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

4 Business Mailing Address:  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**5 POSITION DESIRED:**

SUBSTITUTE TEACHER: List in order of preference.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

ELEMENTARY: (Grades K-6)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

SECONDARY: List subject area preference and total semester hours acquired in each area.

MIDDLE SCHOOL: (Grades 7-8)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

HIGH SCHOOL: (Grades 9-12)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

OTHER (Administrative: District Office or School Level)

1. \_\_\_\_\_ 2. \_\_\_\_\_

6 Are you presently under contract?  Yes  No

If yes, Where? \_\_\_\_\_ Salary: \_\_\_\_\_

7 When will you be available: \_\_\_\_\_

8 Have you ever been dismissed from a position: (Please check)  Yes  No

9 Have you ever been asked to resign from a position: (Please check)  Yes  No

If yes, explain: \_\_\_\_\_

10 Have you ever resigned rather than face disciplinary action and/or nonrenewal by an employer and/or disciplinary action against a license/certificate? (Please check)  Yes  No. **If yes, explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**CERTIFICATION:**

11 Arizona certificates now held:

Certificates	Endorsements	Expiration Date

12 Arizona certificates for which now eligible: (Candidates are responsible for obtaining proper certification.)

\_\_\_\_\_

**EDUCATIONAL PREPARATION:** ("SEE RESUME" is not sufficient)

13 Colleges and Universities attended:

Name of School	Location	Major/Minor	Sem. Hours	Degree

Highest degree earned: \_\_\_\_\_ Graduate semester hours earned after highest degree: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_ Undergraduate Minor: \_\_\_\_\_

G.P.A. \_\_\_\_\_ G.P.A. \_\_\_\_\_

Graduate Degree(s) in: \_\_\_\_\_

G.P.A. \_\_\_\_\_ G.P.A. \_\_\_\_\_

College activities in which you participated: \_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

14 STUDENT TEACHING EXPERIENCE:

Name of School	Phone City State	Grades or Subject Taught	Cooperating Teacher





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**15 SCHOOL EXPERIENCE:** List most recent experience and indicate whether position was full-time (FT) or Part-time (PT) equivalence. ("See resume" is not sufficient.) Complete all boxes.

Name & Type of School (Elem/Jr. High/Sr. High)	Phone City State		Assignment	Number of Years		Reason For Leaving
				FT	PT	

**16 OTHER WORK EXPERIENCE:** List most recent experience first.

Employer	Location/Phone	Nature of Work	Dates	Phone

**17** Give names and complete address of three professional/work references including those listed in 15 and 16. (List most current employer and immediate supervisor)

Name	Years Known	Official Position	Address			
			Street	City	State	Phone

**18** List any relatives currently employed by Learning Matters Educational Group:

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19 Are you or have you been required to register pursuant to the laws relating to Selective Services?  Yes  No  
If yes, have you registered:  Yes  No

**ACTIVITIES AND HONORS**

20 Describe your special abilities or talents (e.g., sports, drama, music, etc.) \_\_\_\_\_  
\_\_\_\_\_

21 List any extensive travel you have done: \_\_\_\_\_  
\_\_\_\_\_

22 List professional organizations to which you belong: \_\_\_\_\_  
\_\_\_\_\_

23 List leadership positions which you have held in various organizations: \_\_\_\_\_  
\_\_\_\_\_

24 List honors/awards received: \_\_\_\_\_  
\_\_\_\_\_

25 How did you hear about the job you are applying for?: \_\_\_\_\_

Under penalty of prosecution and dismissal, I hereby certify that the **information presented on this application is true, accurate and complete**. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Learning Matters Educational Group. I authorize the Learning Matters Educational Group to make reference checks prior to employment, and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Is there any incident or occurrence in your life, which is not otherwise referred to in application, which has a bearing, either directly or indirectly, upon your character or fitness for employment with this district?  Yes  No

If so, state full details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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## TEACHERS

Write a brief statement (in your **own handwriting**) indicating:

- a) The reason you desire to work for Learning Matters Educational Group.
- b.) Beliefs about teaching and learning.
- c.) Amplify any educational qualifications which you wish to stress.
- d.) Present any additional pertinent information which you have not been able to include elsewhere on the application.

a.) \_\_\_\_\_

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b.) \_\_\_\_\_

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c.) \_\_\_\_\_

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d.) \_\_\_\_\_

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**PLEASE READ CAREFULLY**

Because of the tremendous responsibility Learning Matters Educational Group has to its school children and community, the following information is needed from all applicants and employees regarding convictions. "A record or conviction does not prohibit employment; however, failure to complete the affidavit of form accurately and completely shall mean disqualification from consideration for employment or shall because for dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any situation which would change the status of the affidavit as filed on this for that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Director of Personnel.

1 Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated, or expunged. If you answer "YES" you must provide dates of proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s) \*(NOTE LAW AT THE BOTTOM).

\_\_\_ YES      NO (If yes, attach a letter of explanation)

2 Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

\_\_\_ YES      NO (If yes, attach a letter of explanation)

3 Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint not pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

\_\_\_ YES      NO (If yes, attach a letter of explanation)

4 Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer. If you answer "YES" you must provide the name address and telephone number of the employer or licensing body and a statement of the accusations against you.

\_\_\_ YES      NO (If yes, attach a letter of explanation)

5 Is there any other incident or occurrence in your life, which is not otherwise referred to in this application, which has a bearing, either directly or indirectly, upon your character or fitness for employment in this district?

\_\_\_ YES      NO      Explanation:

\* CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken.

\* A.R.S. 13.604.01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

\_\_\_\_\_ NAME (PLEASE PRINT)

\_\_\_\_\_ SIGNATURE

\_\_\_\_\_ DATE



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### CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, \_\_\_\_\_ (applicant's name), have applied for employment with Learning Matters Educational Group to work as a \_\_\_\_\_ (job title). I understand that in order for Learning Matters Educational Group to determine my eligibility, qualifications and suitability for employment, they will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be re-hired, reasons for not rehiring (if applicable) and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see educational records that are maintained by any educational institution.

In light of the preceding paragraph, I waive /do not waive (initial only one) my right to see any written reference or other information provided to the Learning Matters Educational Group by an educational institution. According to Arizona Revised Statutes Section 23-1361 any employer that provides a written communication to the Learning Matters Educational Group regarding my current or past employment must send me a copy of my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the Learning Matters Educational Group will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive /do not waive \_\_\_\_\_ (initial only one) my right to receive a copy of any written communication furnished to the Learning Matters Educational Group by any employer. Whether or not I have waived my right to see or to receive copies of written references furnished to the Learning Matters Educational Group by employers or educational institutions, I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this School District to complete its background investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

Dated this \_\_\_\_\_ day of, 20\_\_\_\_\_.

Witness \_\_\_\_\_

Applicant \_\_\_\_\_



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### **New Hire Checklist For Teachers**

- Resume
- Application (Completed with all applicable information)
- Three (3) Phone References – Two (2) written  
(one phone reference **must** be last/immediate supervisor)
- A record of immunization against measles & rubella (Temporary waiver)
- Fingerprint Clearance Card (Copy)
- Diploma (Copy)
- Transcripts (Copy)
- AEPA (Copy)
- Arizona Certification (Copy)
- New Hire Schedule/Salary form (Driver's License, SS Card, Voided check)

**ALL ORIGINAL PAPER WORK MUST BE TURNED IN TO HR AT CALIBRE SURPRISE AND APPOINTMENT MADE TO MEET WITH HR TO FILL OUT FINANCIAL, BEFORE CONTRACT WILL BE ISSUED AND EMPLOYEE START DATE IS DETERMINED.** Revised 7/2/13

(For Office Use Only)

Date Packet Returned \_\_\_\_\_

Hired by \_\_\_\_\_

Start Date \_\_\_\_\_

Received by HR \_\_\_\_\_



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## **New Hire Checklist for Support Staff**

- Resume
- Application (Completed with all applicable information)
- Three (3) Phone References – Two (2) written
- A record of immunization against measles & rubella (Temporary waiver)
- High School Diploma, Transcripts (If they have any college credits)
- Copy of: Driver's License, Social Security Card, Void Check, Fingerprint Clearance Card, or process ORI with fingerprints.
- PARAPROFESSIONAL CERTIFICATION (Instructional Aide only)
- Schedule, Salary

**ALL ORIGINAL PAPER WORK MUST BE TURNED IN TO HR AT CALIBRE SURPRISE AND APPOINTMENT MADE TO MEET WITH HR TO FILL OUT FINANCIAL, BEFORE CONTRACT WILL BE ISSUED AND EMPLOYEE START DATE IS DETERMINED.**

(For Office Use Only)

Date Packet Returned \_\_\_\_\_

Hired by \_\_\_\_\_

Start Date \_\_\_\_\_

Received by HR \_\_\_\_\_



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